



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

FLEET STANDARDS TECHNICIAN

Class No. 002608

■ CLASSIFICATION PURPOSE

To prepare specifications for fleet automobiles, light trucks, and special equipment; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

The Fleet Standards Technician is a technical class responsible for preparing routine specifications for light vehicles such as automobiles, light trucks and vans, and for researching and coordinating their purchase, maintenance, and salvage. This class differs from the next higher class, Fleet Coordinator, in that the latter prepares the most complex and technical fleet and heavy equipment specifications, and prepares the Vehicle Replacement Budget.

■ FUNCTIONS

The examples of essential functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position

Essential Functions:

1. Prepares routine technical specifications for the procurement of automotive, light truck, and shop equipment (e.g. diagnostic and lifting equipment).
2. Estimates vehicle outfitting/customizing requirements.
3. Interprets, explains, and evaluates specifications and bids to vendors, County departments, and users.
4. Initiates equipment requisitions.
5. Coordinates purchases with the Department of Purchasing and Contracting to ensure purchases are properly specified, timely, and received as ordered.
6. Specifies and coordinates vehicle modifications with shops and County departments/divisions and vendors.
7. Coordinates and arranges two-way radio installation for law enforcement vehicles.
8. Tracks, coordinates, and maintains status of fleet vehicles with shop and county departments regarding delivery, assignment, outfitting, maintenance, pickup, and salvage.
9. Maintains vehicle registrations with the California Department of Motor Vehicles.
10. Prepares analytical reports to establish equipment replacement standards.
11. Calculates depreciation rates, costs for department charge-back, maintenance rates, lease and purchase option costs, and other related data.
12. Reviews maintenance and accident reports, and recommends vehicles for salvage.
13. Tracks Board of Supervisors allocated fleet level for county departments.
14. May assist higher classes on complex fleet specifications, calculations, and reports.
15. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Equipment terminology including mechanical, electrical and pneumatic systems.
- Sources of technical specifications and information related to fleet vehicles, peripheral equipment and shop equipment.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Research and prepare technical specifications for vehicles and equipment.
- Analyze vehicle usage, maintenance, and cost data and make recommendations.
- Perform basic mathematical calculations (e.g., vehicle depreciation rates, charge-back costs to other departments, maintenance rates, etc.).
- Read, comprehend, and use technical manuals, descriptions, drawings, and industry literature.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations that require a high degree of sensitivity, tact, and diplomacy.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. An example of qualifying education/experience is: three (3) years of progressively responsible experience preparing technical specifications for light duty vehicles and equipment, at least one (1) year of which must have included processing vehicle registrations with the Department of Motor Vehicles, maintaining computerized vehicle inventory files, and coordinating vehicle modifications with in-house shops, vendors, and user departments/divisions.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None required.

Working Conditions

Office/shop environments; exposure to computer screens, noise, dust and fumes.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on number, severity, and recency. Applicants will be subject to a background check.

Probationary Period:

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5)

New: April 29, 1994
Reviewed: Spring 2004

Fleet Standards Technician (Class No. 002608)

Union Code: AE

Variable Entry: Y